

Glassboro State College Senate Curriculum Committee

# Approval Form

Proposal Title: Credit Change, M.A. in School Administration  
Sponsor(s) Mario Tomei and James Lorthridge Dept.: Educational Admin. Ext. X-650

Check one:  Course  Specialization  Concentration  Minor  Achievement Certificate  
 Certification Program  Major Program  Minor Change Credit Change  
(please name deletion or credit/catalog change)

Undergraduate  Graduate      Credit Hours

<p><b>Step 1 (Department)</b></p> <p><input type="checkbox"/> Approved <u>3/28/89</u> Date</p> <p><input type="checkbox"/> Not Approved</p> <p><u>Mario Tomei</u> Dept. CC Chairperson</p> <p><input type="checkbox"/> Reviewed <u>3/28/89</u> Date</p> <p><u>Edward N. White Jr.</u> Dept. Chairperson</p>	<p><b>Step 2 (Receipt)</b></p> <p><input type="checkbox"/> SCC# <u>88-89-30</u></p> <p>Proposal Received <u>3/30/89</u> Date</p> <p><u>Brenda A. Bolay</u> SCC Chairperson</p>	<p><b>Step 3 (School CC)</b></p> <p>Reviewed <u>4-13-89</u></p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p><b>Comments:</b></p> <p><u>Shelley Corbett</u> School Curr. Comm. Chairperson</p>
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**Step 4 (Academic Dean)** **Comments:**

Recommend  
 Not Recommend  
 Conditionally Recommend (see comments)

Reviewed 4/14/89 Date

Ray E. Kappel  
Signature, Dean of School

**Step 5 (SCC)**

Open Hearing 5/2/89 Date  Approved by Senate Curriculum Committee 5/2/89 Date

Returned to sponsor(s) for the following reasons:

**Step 6 (Senate)**

Presented to Senate 5/17/89 Date  Approved  Not Approved

Notification to Executive Vice-President/Provost 5/18/89 Brenda A. Bolay

**Step 7 (Executive V.P./Provost)**

Received 6/19/89  
Date

Approved  Yes  No

If no, reasons are as follows:

Student credit hours NA

Faculty load hours NA

Equalized credit hours NA

PROGRAM CHANGE  
FROM 33 CTS TO 39 CTS

Official copy and approval sheet filed 6/21/89  
Date

Richard N. Clay for Provost  
Signature, Executive Vice President, Provost

**Registrar**

Approved course description received \_\_\_\_\_  
Date

Hegis Taxonomy and Course Number assigned \_\_\_\_\_

\_\_\_\_\_  
Signature, Registrar

\_\_\_\_\_  
Date

**Notification forwarded:**

- Senate Curriculum Committee Chairperson
- Department Chairperson(s)
- Academic Dean
- Registrar
- Sponsor(s)

EDUCATIONAL ADMINISTRATION DEPARTMENT  
GLASSBORO STATE COLLEGE  
GLASSBORO, NEW JERSEY 08028

- A. MINOR CURRICULAR CHANGE  
as defined by the Glassboro State College Senate  
Curriculum Committee 8/88

Requested by  
The Educational Administration Department

1. Details

- a. A change in the total number of semester hours required for the M.A. degree for majors in school administration (Principal) from 33 s.h. to 39 s.h.
- b. Sponsors - Mario Tomei and James Lorthridge, program advisors for the Educational Administration Department

2. Rationale

- a. Statement of "need" for such a change

On September 7, 1988, the State Board of Education voted to adopt new regulations governing the education and certification of school principals in New Jersey. These regulations require that each candidate obtain a master's degree in a field of administration. Furthermore, candidates will be required to pass a written exam based on the criteria found in a report titled, Report of the Management Science Panel. These criteria focus on five areas of management, but not on criteria dealing with curriculum and instruction nor on Foundations of Education and Psychology, components required for NCATE accreditation.

The Educational Administration Department did an analysis of the courses in the M.A. program for principals, and found that although most concepts are taught in courses offered in the restricted electives, six semester hours of electives (2 courses) are insufficient to meet the new requirements. Therefore, we intend to require two additional courses in order to insure that students are taught the concepts upon which the New Jersey State Certification test will

A. MINOR CURRICULAR CHANGE (Continued)  
as defined by the Glassboro State College Senate  
Curriculum Committee 8/88

a. Statement of "need" for such a change -  
(Continued)

be based. The two courses are School Finance  
and Computer Technology in Educational  
Administration.

b. Statements of curricular effect. How the  
change will impact on program, department  
and/or curricular design.

(1) Curricular Design. (See Attached)  
Attached are the designs of the present  
program and the proposed program. As can be  
seen, courses that include the concepts to be  
tested have been moved into the required  
specialization area, insuring that our  
students are taught the concepts. By adding  
six additional credits and moving School Law  
for Administration and Supervision (one of  
the five topical areas to be tested) into the  
required specialization area, the total  
required specialization credits is increased  
by 9 semester hours (18 to 27). The  
specialization elective is reduced from 6  
semester hours to 3 semester hours resulting  
in a net increase of 6 semester hours  
required for the M.A. degree (33 to 39).

It is expected that these new requirements  
will apply to all students entering the  
program on or after September 1, 1989.

(2) Department - In its search for a  
position, the Educational Administration  
Department is seeking candidates with  
expertise in finance, law and computer  
technology as it is expected that several  
sections of School Finance and Computer  
Technology in Educational Administration will  
be needed each term. Several sections of  
School Law for Administration and Supervision  
will continue to be needed. A negligible  
drop in program matriculation is expected as  
a result of the increased number of credits  
for the degree.

A. MINOR CURRICULAR CHANGE (Continued)  
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3. Results of Consultation

- a. List all parties consulted.  
Educational Administration Department  
members, Dr. Smith, Dr. Tomei, Dr. Lorthridge  
and Dr. White
- b. Attach evidence, in writing, of consultation  
results.  
(See attached approval form. The concept was  
thoroughly discussed and approved unanimously  
by the Educational Administration Department  
faculty.) This action is consistent with the  
Educational Administration Department's  
Strategic Planning, 1988-89 to 1990-91,  
October, 1988, pp. 7-8. It completes Phase I  
which is an immediate curriculum alignment  
process with the criteria to be included in  
the proposed state-mandated test for the  
principal's certificate.

PRESENT CURRICULAR DESIGN

The Master's Degree Program

S.H

(1)	Basic Professional Area (Required) .....	9
	0824.501 Procedures and Evaluation in Research .....	3
	0821.502 Foundations of Education Policy .....	3
	0822.510 Theories of Learning (Graduate) .....	3

(2)	Specialization Area .....	24
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	Required (Common Core) .....	18
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	0827.560 Public School Administration .....	3
	0828.546 Supervision & School Leadership .....	3
	0829.580 Fundamentals of Curriculum Development .....	3
	0827.545 Elementary School Administration .....	) 3
	OR )	3
	0827.521 Administration of the Secondary School..)	
	*0827.600) (Project Seminar, Elementary Administra-)	
	*0827.601) tion).....)	6
	OR	
	*0827.602) (Practicum and Seminar in Secondary )	
	*0827.603) Administration).....)	6

	Restricted electives with the advisor's approval ..	6
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Elementary Administration Specialization Electives

	0898.503 School Public Relations .....	3
	0827.534 School Plant Planning and Management.....	3
	0827.535 School Finance and Records .....	3
	0827.559 School Law for Administration and Super- vision .....	3
	0827.569 The Law, the Courts, and the Public Schools .....	3
	0827.610 Employer-Employee Relations .....	3
	0827.631 Systems Analysis in Educational Administration .....	3
	0827.632 Computer Technology in Educational Administration .....	3
	0827.637 Administrative Theory and Behavior .....	3
	0828.551 Techniques of Elementary School Supervision .....	3
	0828.598 Observational Skills for Supervisors ....	3
	0828.602 Field Service in Supervision: Clinical Supervision ..	3
	0802.536 Elementary School Curriculum .....	3
	0829.540 Strategies of Planned Curriculum Change .	3
	0829.547 Modern Curriculum Theory .....	3
	0829.550 Public School Curriculum .....	3

Elementary Administration Specialization Electives - Con't.

0829.590	Curriculum Evaluation .....	3
0827.538	School Business Management .....	3
0827.536	Financial Accounting for School Systems..	3

Secondary Administration Specialization Electives

0898.503	School Public Relations .....	3
0827.534	School Plant Planning and Management.....	3
0827.535	School Finance and Records .....	3
0827.559	School Law for Administration & Super- vision .....	3
0827.569	The Law, the Courts, and the Public Schools .....	3
0827.610	Employer-Employee Relations .....	3
0827.631	Systems Analysis in Educational Admini- stration .....	3
0827.632	Computer Technology in Educational Ad- ministration .....	3
0827.637	Administrative Theory & Behavior .....	3
0828.522	Supervision of Secondary Education .....	3
0828.598	Observational Skills for Supervisors' .....	3
0828.602	Field Service in Supervision: Clinical Supervision ....	3
0828.618	Theory and Practice of Community-Adult Education .....	3
0829.524	Emerging Concepts of Sec. School Curr. ....	3
0829.540	Strategies of Planned Curriculum Change ..	3
0829.547	Modern Curriculum Theory .....	3
0829.550	Public School Curriculum .....	3
0829.590	Curriculum Evaluation .....	3
0827.538	School Business Management .....	3
0827.536	Financial Accounting for School Systems ..	3

Total

33 S.H.

EFFECT ON CURRICULAR DESIGN

<u>The Master's Degree Program</u>	S.H.
(1) Basic Professional Area (Required) .....	9
0824.501 Procedures and Evaluation in Research .....	3
0821.502 Foundations of Education Policy .....	3
0822.510 Theories of Learning (Graduate) .....	3
(2) Specialization Area .....	30
Required (Common Core) .....	27
0827.560 Public School Administration .....	3
0828.546 Supervision & School Leadership .....	3
0829.580 Fundamentals of Curriculum Development .....	3
0827.545 Elementary School Administration .....	3
OR .....	3
0827.521 Administration of the Secondary School..)	3
0827.535 School Finance and Records .....	3
0827.559 School Law for Administration & Super- vision .....	3
0827.632 Computer Technology in Educational Ad- ministration .....	3
*0827.600) (Project Seminar, Elementary Administra-)	6
*0827.601) tion).....)	6
OR	
*0827.602) (Practicum and Seminar in Secondary )	6
*0827.603) Administration).....)	6
Restricted elective with the advisor's approval ..	3
<u>Elementary Administration Specialization Electives</u>	
0898.503 School Public Relations .....	3
0827.534 School Plant Planning and Management.....	3
0827.569 The Law, the Courts, and the Public Schools .....	3
0827.610 Employer-Employee Relations .....	3
0827.631 Systems Analysis in Educational Administration .....	3
0827.637 Administrative Theory and Behavior .....	3
0828.551 Techniques of Elementary School Supervision .....	3
0828.598 Observational Skills for Supervisors ....	3
0828.602 Field Service in Supervision: Clinical Supervision ..	3
0802.536 Elementary School Curriculum .....	3
0829.540 Strategies of Planned Curriculum Change .	3
0829.547 Modern Curriculum Theory .....	3
0829.550 Public School Curriculum .....	3

Elementary Administration Specialization Electives - Con't.

0829.590	Curriculum Evaluation .....	3
0827.538	School Business Management .....	3
0827.536	Financial Accounting for School Systems..	3

Secondary Administration Specialization Electives

0898.503	School Public Relations .....	3
0827.534	School Plant Planning and Management.....	3
0827.535	School Finance and Records .....	3
0827.569	The Law, the Courts, and the Public Schools .....	3
0827.610	Employer-Employee Relations .....	3
0827.631	Systems Analysis in Educational Admini- stration .....	3
0827.637	Administrative Theory & Behavior .....	3
0828.522	Supervision of Secondary Education .....	3
0828.598	Observational Skills for Supervisors .....	3
0828.602	Field Service in Supervision: Clinical Supervision ....	3
0828.618	Theory and Practice of Community-Adult Education .....	3
0829.524	Emerging Concepts of Sec. School Curr. ...	3
0829.540	Strategies of Planned Curriculum Change ..	3
0829.547	Modern Curriculum Theory .....	3
0829.550	Public School Curriculum .....	3
0829.590	Curriculum Evaluation .....	3
0827.538	School Business Management .....	3
0827.536	Financial Accounting for School Systems ..	3

Total

39 S.H.